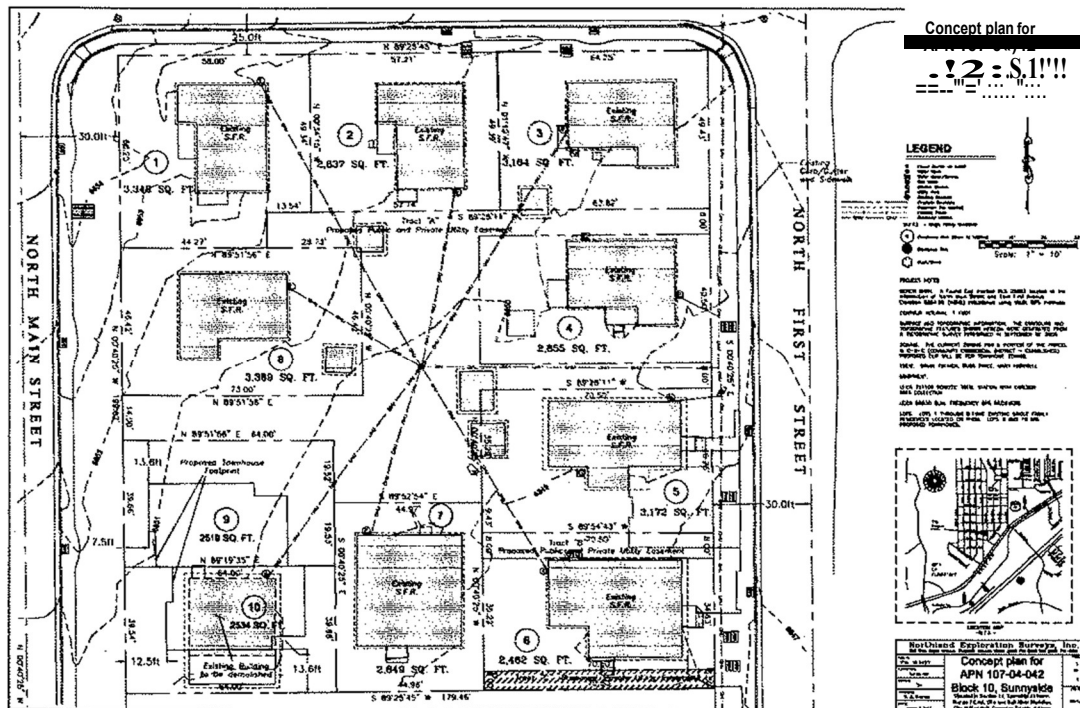


# SUBDIVISION PLATTING

## -APPLICATION PACKET-



Prepared by: Planning & Development Services  
City of Flagstaff  
211 W. Aspen Street  
Flagstaff, Arizona 86001  
928.213.2618

December 5, 2011

Property Owner, Developer and Design Professional,

Thank you for your interest in developing in the City of Flagstaff where, as citizens and staff, we are proud of our Mountain City. Over the past decades, the City of Flagstaff has created zoning codes and design regulations to ensure quality development throughout our community.

When considering the possibilities to develop your property and performing due diligence, please familiarize yourself with the Flagstaff's Zoning Code which is found at the City's website, <http://www.flagstaff.az.gov> and, more specifically, <http://www.flagstaff.az.gov/zoningcode>. A good start is to review Chapters 10-40: Specific to Zones, 10-50: Supplemental to Zones and 10-30: General to All for the majority of the *zone district uses and development standards*. Second, review City Code Title 11-20, Subdivision and Land Splits Regulations for *processing requirements* and third apply the City's "Engineering Standards" when designing the subdivision plats. Finally, review the attached application for submittal requirements and the flowchart for processing.

To obtain subdivision approval, there is a three-step process consisting of the Conceptual, Preliminary and Final Plat review. For the "nuts and bolts" in understanding the subdivision process, please review this "Subdivision Platting, Information and Processing" packet which contains easy to read flowcharts.

Within this information packet, you will find the necessary documents and forms in order to submit your project from Conceptual to Final Plat. Please find attached:

1. Subdivision Process Information
2. Application of Subdivision Review
3. Conceptual Plat - "Application Information and Checklist and Flow Chart"
4. Preliminary Plat - "Application Information and Checklist and Flow Chart"
5. Final Plat - "Application Information and Checklist and Flow Chart"
6. Modified Subdivision Process Flow Chart
7. Development Master Plan- "Application Information and Checklist"
8. Conceptual, Preliminary and Final Plat staff review dates

On behalf the City of Flagstaff's Planning and Development Services, we thank you and look forward to working with you. If you should have any questions, please Community Development at 928-213-2618 or e-mail us at [cdfrontcounter@flagstaffaz.gov](mailto:cdfrontcounter@flagstaffaz.gov) where you will be directed to the appropriate staff to answer questions or schedule an appointment.

Respectfully,

Mark Sawyers, A.I.C.P.  
Current Planning Manger  
Planning and Development Services

# SUBDIVISION PROCESS

## Subdivision Process Information

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The Flagstaff City Code, Title 11, “General Plans and Subdivisions”, contains the Subdivision and Land Split Regulations in Chapter 11-20 which regulates the subdivision process. The following narrative and flowcharts are intended to be a brief, user-friendly guide that summarizes the subdivision platting and approval process.

When considering the possibilities to develop your property and performing due diligence, please familiarize yourself with the City of Flagstaff Zoning Code which is found at the City’s website, <http://www.flagstaff.az.gov> and, more specifically, <http://www.flagstaff.az.gov/zoningcode>. A good start is to review Chapters 10-40: Specific to Zones, 10-50: Supplemental to Zones and 10-30: General to All for the majority of the zone *district uses and development standards*. Second, review City Code Title 11-20, Subdivision and Land Split Regulations for *processing requirements*. Third, review and apply City’s “Engineering Standards” when designing the subdivision plats. Finally, review the attached application for submittal requirements and the flowchart for processing.

As of December 5, 2008, the City of Flagstaff adopted a three step process to subdividing property consisting of the following progressive stages of plat approvals: **Conceptual Plat, Preliminary Plat and Final Plat**. Please refer to the attached flowcharts which graphically depict the processes with potential decisions and outcomes. A rectangular box depicts “processing” and a diamond-shaped box represents a decision mode, where a “yes” continues the process (downward) to the next step and a “no” decision leads to the process left of the diamond-shaped box.

### 1. Application Schedule

Depending upon the subdivision type (e.g. conceptual, preliminary or final plat), complete applications must be submitted by 11:00 a.m. every-other Tuesday (See schedule for deadlines) to the Development Service Representative who is located at the front counter of the Planning & Development Services offices.

### 2. Staff Review Time-frame

If the application is complete, a Planning Development Manager (PDM) is assigned to the project and ensures that reviews are timely; the review process is predictable; and your project gets to a decision point whether it is a public hearing, administrative decision, or construction permit issuance. The PDM also serves as your single-point-of-contact regarding all matters concerning the project.

After submitting the complete application, the PDM will introduce the project on the following Thursday at the Inter-Department Staff Meeting (IDS) for a cursory review. At this meeting, staff provides initial feedback and establishes the review period for the application.

After the review period, staff submits conditions and comments to the PDM who then arranges an appointment with the applicant to present staff's findings at an "Application Meeting". If the applicant and staff come to a consensus regarding the conditions and comments, the PDM will send by letter or e-mail an approval with the conditions and comments attached. If the applicant and staff "Agree to Disagree" the applicant can file an appeal to the appropriate commission. However, if significant and major revisions are required to the plans/plats then two scenarios may occur: the applicant may choose to withdraw the project or revise the plans/plat and re-submit. After the decision for approval or denial by the PDM, the process begins to differ; therefore, refer to the flow-chart diagrams for subdivision and appeals processes.

Listed below are brief descriptions of respective subdivision plat applications as well as helpful timing suggestions to prepare certain studies/documents that are most often over-looked by applicants, thereby causing some projects to be delayed.

### **3. Pre-application Meeting Request**

Although optional, a "Pre-application Meeting Request" is highly advisable to those unfamiliar with the City of Flagstaff's codes and process or those with complex or large-scale projects. At the request of the Subdivider or his/her engineer, they shall present their proposal with the Planning and Engineering Divisions on an informal basis. (Please see the attached "Pre-application Meeting Request" flowchart depicting the process.) To aid the discussion, the Subdivider may...

*"... present, to the Director and City Engineer, a general outline of the subdivision proposal which shall include sketch plans and ideas regarding land use, street and lot arrangement; lot sizes; and conceptual proposals regarding water supply, sewage disposal, grading and drainage, traffic impacts, and street improvements. The Director and City Engineer shall advise the Subdivider of specific public objectives, standards, and regulations related to the subject property, details and suggestions regarding subdivision design and improvement standards, general platting procedures requirements, and the determination of a need for a Development Master Plan."*

Depending upon the size, scope and use of the proposed development, a PDM shall determine the appropriate City Divisions to attend the Pre-application Meeting to efficiently convey information between the applicant and staff. Typically, staff members attending the meeting are from the Planning, Building and Safety, Engineering, Fire, Public Works and Utilities departments. At the Pre-application Meeting **no formal action** is taken; however, the Subdivider and City staff will arrive at an understanding as to how the applicant wishes to proceed. Lastly, it is advisable the Subdivider address staff's concerns when preparing the subsequent Conceptual Plat for Staff consideration

### **4. Conceptual Plat / Development Master Plan**

The Conceptual Plat subdivision review process is the first formal step in the review process. Submittal requirements are listed with the "Application and Checklist" as well as the comments presented by staff within the "Pre-application Meeting".

To begin the subdivision review process, the applicant submits a complete application, required number of copies and fees to the Development Services Representative. Please see the attached flowchart entitled, "Conceptual Plat/Development Master Plan," which graphically depicts the review process, decision modes and appeals process. In order to proceed to Preliminary Plat preparation, an "Approved" or "Approved with Conditions" Conceptual Plat is required by the PDM/Staff.

Please note, prior to proceeding to Preliminary Plat preparation and application, a Water and Sewer Impact Analysis, Traffic Impact Analysis, and/or Drainage Impact Analysis may be required for review and approval. Since these are typically time-consuming studies to produce and review, *it is highly advisable the Subdivider consult with the Planning Development Manager to arrange a meeting for scoping requirements. If a Pre-application meeting was not held, the Concept Plat review process will determine the need of a Development Master Plan.*

## **5. Preliminary Plat**

The Preliminary Plat subdivision review process requires PDM/Staff approval as well as a public meeting review and approval by the Planning and Zoning Commission and City Council. Hence, two separate applications are required: the first, a "Preliminary Plat – Site Plan" application; and the second, a "Preliminary Plat – P&Z and City Council" application for the public review. Once PDM/Staff "Approves" or "Approves with Conditions" the Preliminary Plat, the Subdivider may submit the "Preliminary Plat – P&Z and City Council" application.

After the City Council "approves" or "approves with conditions" the Preliminary Plat, it is recommended that the Subdivider prepare and submit Public Improvements Plans (civil engineering plans) and Performance Bond documents for review, then prepare the Final Plat application.

## **6. Final Plat**

The Final Plat shall conform to the Preliminary Plat and address the conditions established by the Planning and Zoning Commission and City Council. Therefore, the Final Plat is first reviewed by the PDM/Staff to ensure the City Council's conditions have been addressed and the plat conforms to all applicable City codes and regulations.

To begin the review process, the Subdivider submits to the Development Services Representative, a complete Final Plat application, required number of copies, fees and a City/Subdivider Agreement executed by the Subdivider. Once the Final Plat is approved by the PDM/Staff, the application and City/Subdivider agreements are scheduled for City Council for review and approval. After the City Council approves the Final Plat, the applicant shall pay the City Clerk fees that Coconino County charges for recording the Final Plat, CCR's (if applicable), and the City/Subdivider Agreement. Once received, the City Clerk will schedule the Mayor to sign the Final Plat mylars and City/Subdivider Agreement, then the City Clerk records the documents with Coconino County.

## **7. For Further Information**

For further information regarding the application and submission requirements, please contact:

Planning & Development Services  
City of Flagstaff  
211 West Aspen Avenue  
Flagstaff, Arizona 86001  
Becky 928-213-2618 or Taylor 928-213-2619  
[cdfrontcounter@flagstaffaz.gov](mailto:cdfrontcounter@flagstaffaz.gov)

**Please inquire with Planning & Development Services for updated fees and schedules.**



# City of Flagstaff

## Community Development Division

211 W. Aspen Ave

P: (928) 213-2618

Flagstaff, AZ 86001

F: (928) 213-2609

[www.flagstaff.az.gov](http://www.flagstaff.az.gov)

Date Received	Application for Subdivision Review		File Number
Property Owner(s)		Phone	
Mailing Address	City, State, Zip	Email	
Applicant(s)		Phone	
Mailing Address	City, State, Zip	Email	
Project Representative		Phone	
Mailing Address	City, State, Zip	Email	
Requested Review:	<input type="checkbox"/> Development Master Plan <input type="checkbox"/> Conceptual Plat <input type="checkbox"/> Preliminary Plat P&Z and Council <input type="checkbox"/> Modified Subdivision <input type="checkbox"/> Preliminary Plat <input type="checkbox"/> Final Plat- Council		

Project Name:		Site Address		Parcel Number	
Proposed Use		Existing Use		Subdivision, Tract & Lot Number	
Zoning District	Regional Plan Category		Flood Zone	Size of Site (Sq. ft. or Acres)	
Property Information:	<input type="checkbox"/> Yes <input type="checkbox"/> No Located in an existing Local/National Historic District? (Name: _____) <input type="checkbox"/> Yes <input type="checkbox"/> No Existing structures are over 50 years old at the time of application? <input type="checkbox"/> Yes <input type="checkbox"/> No Subject property is undeveloped land?				
Surrounding Uses	North	South	East	West	
(Res, Com, Ind)					
Proposed Use:	Number of Lots	Number of Units	Number of acres per use	Building Square Feet	
Please complete a "Subdivision Review Application" and provide an initialed "Application and Information Checklist" form along with the required number of plans and information as appropriate for a Development Master Plan, Conceptual, Preliminary or Final Plat. <b>Incomplete submittals will not be scheduled.</b>					
Property Owner Signature: (required)		Date:	Applicant Signature:		Date:
<b>For City Use</b>					
Date Filed:		Case Number (s)			
P & Z Hearing Date:			Publication and Posting Date:		
Council Hearing Date:			Publication and Posting Date:		
Fee Receipt Number:		Amount:	Date:		
Action by Planning and Zoning Commission:			Action By City Council:		
<input type="checkbox"/> Approved			<input type="checkbox"/> Approved		
<input type="checkbox"/> Denied			<input type="checkbox"/> Denied		
<input type="checkbox"/> Continued			<input type="checkbox"/> Continued		
Staff Assignments	Planning	Engineering	Fire	Public Works/Utilities	Stormwater

CITY OF FLAGSTAFF	<h1 style="margin: 0;">Concept Plat</h1> <h2 style="margin: 0;">Development Application Checklist</h2>
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### Minimal Submittal Requirements:

Following is a list of items that will be required for concept plat submittal. An application that does not include all required items will not be accepted. By signing the application, the Applicant acknowledges that all required documents/information are included within the submittal. **If, in the Applicant's opinion, any of the listed required items are not applicable to the proposed development, please identify them as "Not Applicable" on the concept plat checklist or within the project narrative.**

If you have any questions regarding the information above, please contact the Planning and Development Services front counter at the information listed in the footer of this checklist.

PART I – GENERAL REQUIREMENTS		
Staff Use Only		<b>Description of Documents Required for Complete Application.</b> No application shall be accepted without all items marked below
Req'd	Sub'd	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>I.1 Concept Plat Development Application Checklist</b> (this list)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>I.2 Application Fee</b>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>I.3 Completed Application for Concept Plat Review</b> The application must be signed by the Applicant and the current property owner of record. If the property owner is unavailable to sign the application, a Letter of Authorization must be submitted.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>I.4 – Electronic Submittal</b> An electronic copy of all submitted information (.pdf or .tif format)
PART II – REQUIRED PLANS & RELATED DATA		
Staff Use Only		<b>Description of Documents Required for Complete Application.</b> No application shall be accepted without all items marked below. <b>All plans shall be plotted on 24" x 36" sheets, collated, stapled and folded (all items that have 9 copies should be bound together as one plan set)</b>
Req'd	Sub'd	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>II.1 Descriptive (Project) Narrative – 9 copies</b> Submit a brief narrative describing the proposed project on an 8.5" x 11" sheet. This information will aid staff if providing comments and answering questions about the project. The narrative should include the following <ul style="list-style-type: none"> <li>Project title and date</li> <li>Describe project/development request</li> <li>Legal description of the parcel</li> <li>Site acreage (gross and net)</li> <li>Proposed building square footage, lot coverage, and FAR (non-residential projects)</li> <li>Number of dwelling units, types (e.g. single-family, duplex, condo, townhome, apartment, etc.)</li> <li>Describe known heritage resources (if any)</li> <li>Any additional information or details pertinent to the case i.e. land uses in addition to residential</li> <li>Tentative proposals regarding traffic impacts</li> <li>Primary access and interior circulation including vehicular, bicycle and pedestrian ways</li> <li>Preservation of special scenic locations and view corridors</li> <li>Flood Hazards</li> <li>Tentative proposals regarding solid and liquid waste disposal, storm sewer, electric and gas utility services</li> </ul>

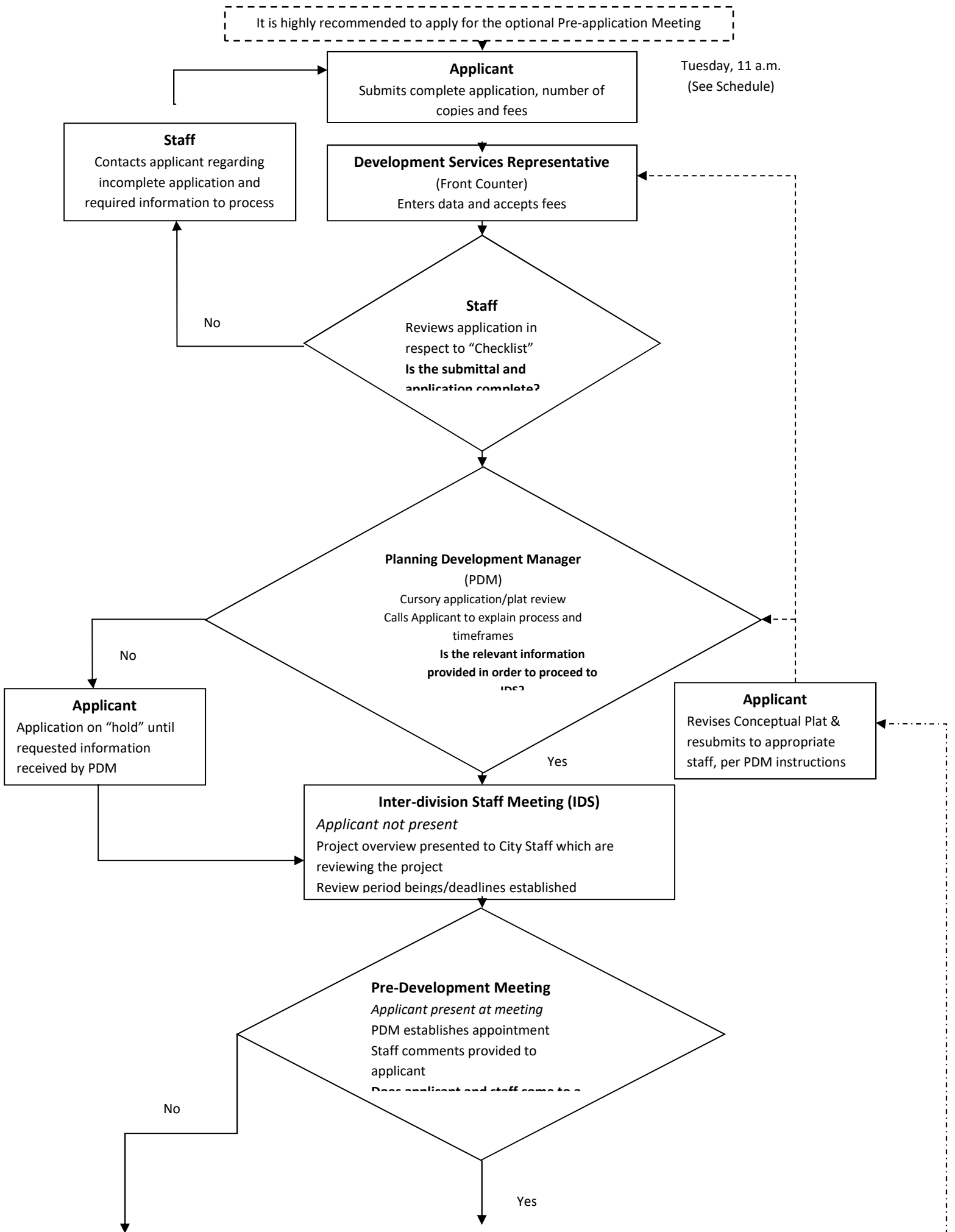
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p><b>II.2 Concept Plan – 9 copies</b></p> <p>Plan must be drawn to a standard engineering scale (e.g. 1:10, 1:20, but no larger than 1:60). The site plan shall include the following information:</p> <p><b>Project Information</b></p> <ul style="list-style-type: none"> <li>• Development Name</li> <li>• Site Address</li> <li>• Assessor's Parcel Number (APN)</li> <li>• Scale and North arrow</li> <li>• Size in Acres</li> <li>• Number of residential units and/or lots</li> <li>• Area of Non-residential buildings (sq. ft.)</li> <li>• Existing and proposed zoning</li> <li>• Property owner's name and contact information</li> <li>• Developer's name and contact information</li> <li>• Preparer's name and contact information</li> <li>• Date Prepared</li> <li>• Legend</li> <li>• Record parcel boundaries and dimensions</li> <li>• Vicinity Map <ul style="list-style-type: none"> <li>○ Project Area indicated</li> </ul> </li> </ul> <p><b>Within the Subject Site and Extending 200-feet Beyond the Site's Boundary (City GIS Data Acceptable)</b></p> <ul style="list-style-type: none"> <li>• Contour lines at two-foot intervals (existing and approximate finished grade)</li> <li>• Identify offsite drainage flows, stormwater discharge points and floodplains</li> <li>• Proposed and existing building footprints.</li> <li>• Location of public rights-of-way with street names (existing and proposed with approx. grade calculation)</li> <li>• Points of access and driveways (existing and proposed)</li> <li>• General location of pedestrian facilities/sidewalks (existing and proposed)</li> <li>• Location of any existing improvements on the property</li> <li>• Location, size, and type of existing and proposed utilities (water, sewer, reclaim lines, fire hydrants/lines and services).</li> <li>• Easements</li> <li>• Clearview zones</li> </ul> <p><b>Within the Subject Site</b></p> <ul style="list-style-type: none"> <li>• Preliminary connection locations to public utilities</li> <li>• General location of proposed building footprints and parking areas with required calculations.</li> <li>• Existing walls and fences</li> <li>• Preliminary detention and Low Impact Development (LID) stormwater management systems and their locations on the site.</li> <li>• Natural Features, slopes, and drainage courses</li> <li>• Existing drainage easements.</li> <li>• FEMA 100-year floodplain elevation, floodplain limits, and floodway limits</li> <li>• Total existing and proposed impervious surface calculations (roof area, pavement, sidewalks, etc.)</li> <li>• Existing and Proposed solid waste locations.</li> <li>• Commercial building footprints that are over 50-years old at the time of application</li> <li>• Residential building footprints built before 1946</li> <li>• Open space or parks (existing and proposed)</li> </ul> <p><b>Concept (Preliminary) Landscape Plan</b></p> <p>Landscape plans shall be drawn to the same engineering scale as the concept plan. All preliminary landscape plans must include or show the following information, in accordance with Section 10-50.60.030 of the Zoning Code:</p> <ul style="list-style-type: none"> <li>• Landscaping calculations and proposed planting areas</li> <li>• General location of trees that may be credited for landscaping</li> </ul>
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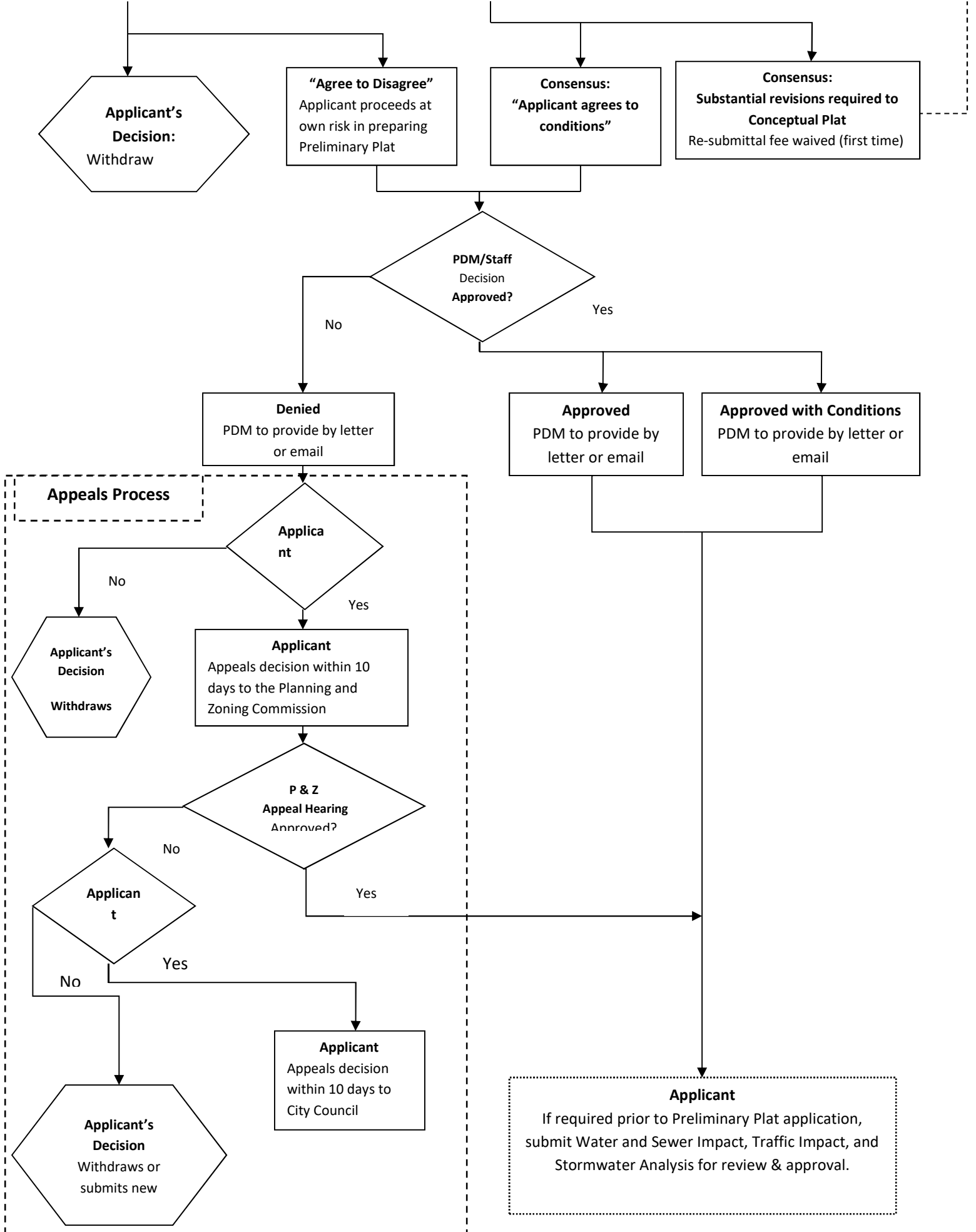


<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p><b>II.3 Preliminary Natural Resource Protection Plan – 9 Copies</b></p> <p>A preliminary natural resource protection plan shows the general location of natural resources on the site before and after the proposed development (refer to Section 10-50.90.080 of the Zoning Code for applicability). <b>This section is applicable to properties located in the Resource Protection Overlay (RPO) zone.</b></p> <p>The intent of this section is to identify resources early in the process so they can be taken into account during the site planning. All proposed improvements, such as buildings, paved areas, roads, etc., must be shown on the plan in relation to all on-site resources. For the purpose of the preliminary resource protection plan, forest and slope resources may be estimated. Please visit the Planning and Development Services front counter to obtain the site's aerial photography and topography through the City's website. Resources that must be estimated are listed below:</p> <ul style="list-style-type: none"> <li>• General forested areas</li> <li>• Moderate slopes (17 to 24 percent)</li> <li>• Steep slopes (25 to 35 percent)</li> <li>• Slopes greater than 35 percent</li> <li>• Rural and Urban Floodplain</li> <li>• Wetlands</li> <li>• Architectural/historical preservation site</li> <li>• Other site features</li> </ul>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p><b>II.4 Site Analysis – 9 copies</b></p> <p>A complete site analysis plan that depicts the terrain, scenic views, natural watercourses, preservation of vegetation, and relationships to existing development (refer to Section 10-30.60.030 of the Zoning Code). The following items are essential components of an analysis of undeveloped property or building expansions greater than 25% : (Not applicable to change of use or duplex applications)</p> <ul style="list-style-type: none"> <li>• Topography of the site</li> <li>• Solar orientation or aspect</li> <li>• Existing or native vegetation types and relative quality</li> <li>• View corridors</li> <li>• Climatic considerations</li> <li>• Subsurface conditions</li> <li>• Drainage swales and stream corridors</li> <li>• Built environment and land use context</li> </ul>

# Conceptual Plat/Development Master Plan

It is highly recommended to apply for the optional Pre-application Meeting





# Preliminary Plat

## Application Information and Checklist

Initials indicate  
Items submitted.

Applicant      Staff

\_\_\_\_\_

\_\_\_\_\_

**THE FOLLOWING MATERIALS SHALL BE SUBMITTED IN WHOLE UPON APPLICATION. ANY MATERIALS MISSING SHALL CAUSE REJECTION OF THE APPLICATION.**

### 1. Submission Requirements

All Preliminary Plat applications must be accompanied by:

- 1.1. **Nine ((9) copies** of complete Preliminary Plat drawings (24" X 36" sheet)
- 1.2. **One (1) copy** 8 ½" X 11" reduction of the Preliminary Plat drawing
- 1.3. **One (1) copy** Preliminary Resource Protection Plan (24" X 36" sheet)
- 1.4. Electronic copy of all plans in either a .pdf, .jpeg or .tif file format
- 1.5. If the subdivider is not the current landowner of all the subject real property, **a signed and notarized statement** shall also be filed attesting that the owner grants to the subdivider authority to represent the owner in this matter.
- 1.6. Preliminary Title Report (**Two copies**)
- 1.7. **One (1) copy** preliminary draft of the proposed deed restrictions i.e. Covenants, Conditions and Restrictions (optional)
- 1.8. A non-refundable filing and processing fee
- 1.9. Traffic Impact Analysis (TIA) **four copies** (if required). **Please Note:** The TIA must be completed prior to approval of the Preliminary Plat therefore plan accordingly for this time consuming report. The applicant shall arrange for "scoping meeting" with the Traffic Section after the Conceptual Plat Review.
- 1.10. Drainage Impact Analysis **two copies** (if required). **Please Note:** The Drainage Impact Analysis must be completed prior to approval of the Preliminary Plat therefore plan accordingly for this time consuming report.
- 1.11. Water and Sewer Impact Analysis request to the City Utilities department. **Please Note:** The Water and Sewer Impact Analysis must be completed prior to approval of the Preliminary Plat therefore plan accordingly for this time consuming report.
- 1.12. Copy of the written Conceptual Plat conditions and comments along with the applicant's response letter to each condition and comment
- 1.13. All plans submitted with the application must be folded to approximately 8 ½" X 11" in size for filing and routing.

### 2. Preliminary Plat

The Preliminary Plat must be drawn to a professionally accepted engineering scale (i.e. 1 inch= 10 feet, 1 inch=20 feet, 1 inch=30 feet, etc.) not greater than 1"= 100'. The Preliminary Plat shall be plotted upon a sheet no larger than 24" X 36" in size. **In addition to the information required by the Conceptual Plat review conditions and comments the Preliminary Plat must include the following basic information:**

- 2.1. Notation of plat as a preliminary plat
- 2.2. Proposed subdivision name and location by section, township, range, meridian and county
- 2.3. Legal description of property involved and County instrument number
- 2.4. Name, address and phone number of subdivider(s)
- 2.5. Name, address and phone number of person or firm preparing the plat
- 2.6. Name, address and phone number of landowners by which title was conveyed (Warranty Deed, Quit Claim Deed, Purchase Agreement, etc.) if available
- 2.7. Bar scale, north arrow oriented to top right or left of sheet, and dates of preparation and any revisions
- 2.8. Character and drainage of the land shall be indicated with topography of two foot contour intervals within the subdivisions boundaries and two-hundred (200) feet from such boundaries. Direction of drainage flow shall be indicated.

- 2.9. Existing street dedications and lot lines of all adjacent properties. Subdivided properties must be indicated by subdivision name and Coconino County Recorder's Office case and map number; if unsubdivided land property owner, docket and page shall be noted
- 2.10. Location, dimensions, names and types of all existing and proposed rights-of-way and easements within the subdivision boundaries and two hundred (200) feet from such boundaries shall be shown on the plat. Avigation easement if appropriate.
- 2.11. All existing features including but not limited to bridges, building, culverts, structures and driveway entrances within the subdivision boundaries and within a distance of two hundred (200) feet from such boundaries. Identify those which are to be removed and those to remain and the date when any removals shall be completed. All proposed conditions shall be graphically differentiated from existing conditions on adjacent properties and on excepted parcels within the plat
- 2.12. Existing zoning classification(s) within the subdivision boundaries and on abutting properties
- 2.13. Note gross acreage of the area being platted and net acreage if applicable
- 2.14. Boundaries of the platted property to be fully dimensioned. The complete boundary survey shall be based upon field work.
- 2.15. Proposed street layout shall include street name, widths, alleys, crosswalks and connections to adjoining tracts and clear view zones. Typical cross sections of all existing and proposed roadways shall be shown.
- 2.16. Parcels to be dedicated or reserved for school sites, parks or other public uses are to be indicated as such with intended use.
- 2.17. Indicate size of each lot in square feet or acres.
- 2.18. Location map with north arrow, scale, site location and existing points of reference.
- 2.19. Location and description of proposed and existing utilities within the subdivision and within two hundred (200) feet of the proposed development. Location of water and sewer mains with respect to property lines easements and/or street center lines with line sizes and valve locations shown. Reference by note the location and description of such utilities if not located within two hundred (200) feet of the proposed development.
- 2.20. The location of all proposed fire hydrants within the subdivision.
- 2.21. Lot and tract dimensions, bearings and area with each lot numbered individually and the total number of lots noted.
- 2.22. The location of vehicular non-access easements and non-typical building setbacks.
- 2.23. A typical maximum building envelope containing minimum building setbacks and maximum lot coverage permitted shall be noted on the plat.
- 2.24. Location of water wells, streams, ditches, washes, lakes or other water features; direction of flow; 100-year flood plain; location and extent of area subject to inundation, whether such inundation be frequent, periodic or occasional within the subdivision boundaries and two hundred (200) feet beyond such boundaries. Also, the proposed location(s) of stormwater detention facilities shall be indicated.
- 2.25. Plans for natural resource preservation, management, and mitigation of adverse impacts on neighboring properties in compliance with the Zoning Code.
- 2.26. Street or peripheral buffers, if applicable, in accordance with the provisions of Chapter 10-50 of the Zoning Code.
- 2.27. Traffic control devices.
- 2.28. Approval block for all utilities
- 2.29. Certification block (Arizona Registered Land Surveyor seal and Arizona Registered Professional Engineer, if applicable)
- 2.30. Complete and accurate legend.
- 2.31. Boundary dimensions (to 0.01') and bearings (to 1") recorded and measured.
- 2.32. Basis of bearing and record source.
- 2.33. Detailed description of monuments set and found.
- 2.34. Subdivision corners tied to two (2) City control points.
- 2.35. Boundary of platted property to have a mathematical closure of not less than 0.1 feet. All non-tangent curves shall include a radial bearing or chord bearing and length.
- 2.36. Approximate embankment and excavation quantities for the project.

2.37. All information on the plat must be legible.

2.38. Approved street names (consult with Engineering Department for proposed names)

**3. The preliminary plat shall contain the following information with respect to proposed utilities:**

- 3.1. It is the responsibility of the subdivider to furnish the Arizona Department of Environmental Quality (A.D.E.Q) and City Engineer such evidence as that ADEQ may require to its satisfaction as to design and operation of sanitary sewage facilities proposed. A statement as to the types of facilities proposed shall appear on the preliminary plat application.
- 3.2. As to water supply and facilities, the subdivider shall show evidence of adequate volume and quality satisfactory to the City Engineer.
- 3.3. The preliminary plat submittal shall include preliminary calculations and a description of proposed stormwater disposal outlets to the satisfaction of the City Engineer.

**4. Natural Resource Protection Plan**

A natural resource protection plan shows the general location of natural resources on the site before and after the proposed development. Resources that must be calculated are listed below:

- 4.1. Forest canopy
- 4.2. Slope analysis with sufficient data to allow independent verification of the slope analysis shall indicate by area the following slope categories:
  - 17% to 24.9%
  - 25% to 34.9%
  - Greater than 35%
- 4.3. Rural and Urban Floodplains
- 4.4. Architectural/historical preservation site
- 4.5. Wetlands
- 4.6. Other site features
- 4.7. Calculations demonstrating minimum resource protection standards are met

**5. Review Agency Notification and Written Response**

- 5.1. As a prerequisite of preliminary plat review by the Planning and Zoning Commission the subdivider shall inform the appropriate public utilities, cable television and communication companies, school districts, U.S.D.A. Natural Resource Conservation Service (NRCS), and Coconino County Health Department, and where land abuts a state highway, the Arizona Department of Transportation, Coconino County Flood Control District, and the Coconino County Community Development Department if tract is adjacent to unincorporated area of the preliminary plat and learn the general requirements for sewage disposal, water supply and public dedications applicable to their needs. Provide copy of the letter(s) and agency mailing contact list.
- 5.2. Written recommendations from the review agencies shall be transmitted to the Planning Division with the preliminary plat application. No preliminary plat shall be scheduled for review by the Planning and Zoning Commission without written responses from the above agencies or copies of the applicant's letters to those agencies.

**6. A preliminary plat submittal for a condominium subdivision shall include the following additional information as required by ARS 33-1219:**

- 6.1. The plat shall be clear and legible and is a part of the declaration
- 6.2. The plat shall show the following:
  - 6.2.1. The name of the condominium
  - 6.2.2. The boundaries of the condominium and a legal description of the real estate included in the condominium.
  - 6.2.3. The extent of any encroachments on any portion of the condominium

- 6.2.4. To the extent feasible, the location and dimensions of all easements serving or burdening any portion of the condominium.
- 6.2.5. The location and dimensions of the vertical boundaries of each unit and each unit's identifying number.
- 6.2.6. Any horizontal unit boundaries with reference to an established datum and each unit's identifying number.
- 6.2.7. Any units with respect to which the declarant has reserved the right to create additional units or common elements identified appropriately.
- 6.2.8. The location and dimensions of all real estate subject to the development right of withdrawal identified as such.
- 6.2.9. The location and dimensions of all real estate in which the unit owner will only own an estate for years labeled as a "leasehold condominium"
- 6.2.10. The distance between noncontiguous parcels of real estate comprising the condominium.
- 6.2.11. The location and dimensions of limited common elements including porches, balconies, patios and entryways.
- 6.2.12. Any other matters the declarant deems appropriate.

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## **7. Cultural Resource Study (when applicable)**

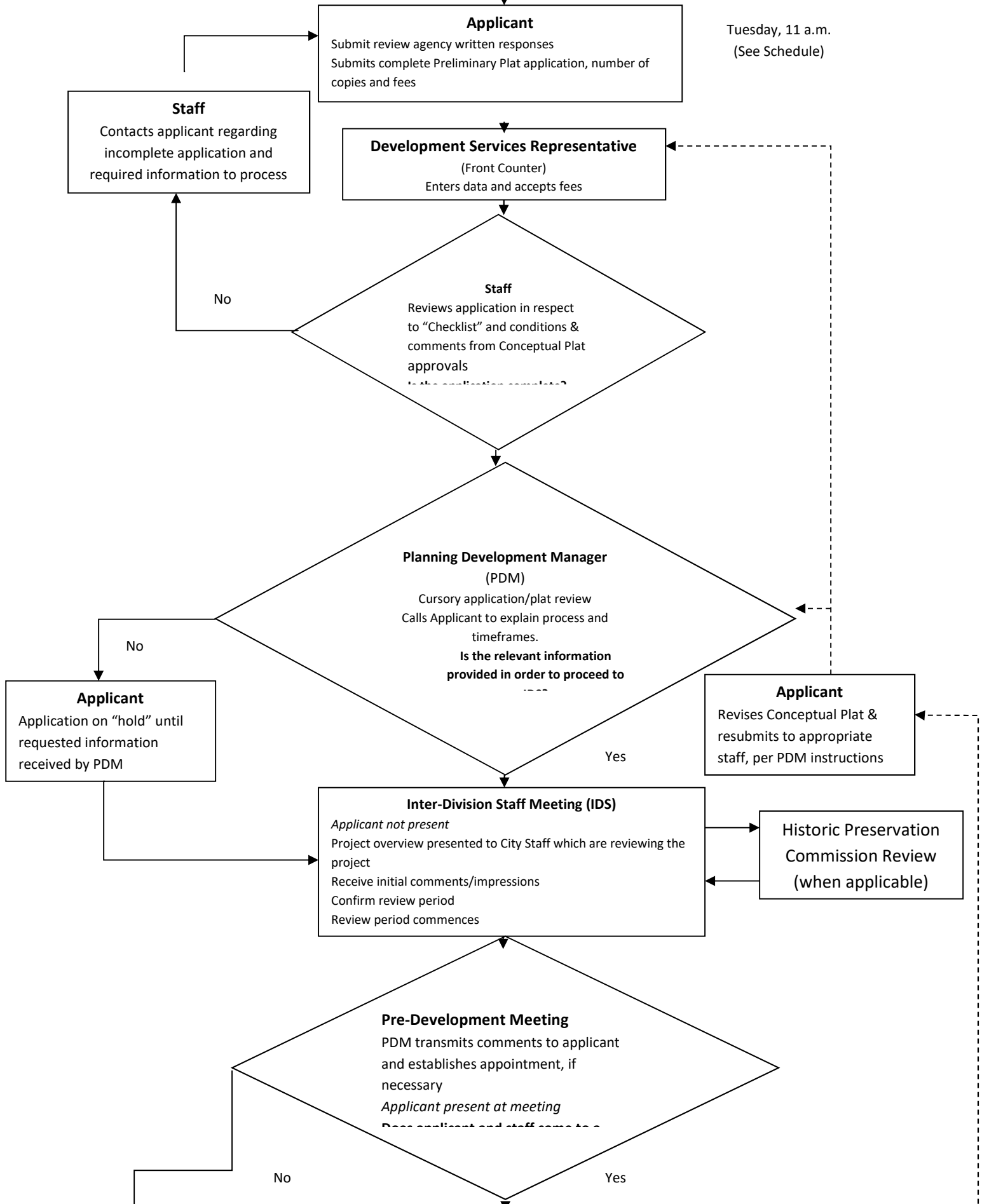
All cultural resource studies must include the following information:

- 7.1. Introductory information (identification of the development, property owners, clients, study preparers, contents and index)
- 7.2. A description of the study area and context and a description of the study area boundaries and how these were determined
- 7.3. A description of existing conditions
- 7.4. A description of proposed work
- 7.5. A summary of research results; review of literature and records (AZSITE, ASLD, Government Land Office Maps, and Sanborn Maps, land use records and so forth)
- 7.6. A detailed description of the site history
- 7.7. A complete description and evaluation of the significance and integrity of actual and potential cultural resources
- 7.8. An evaluation of potential impacts of proposed work on actual or potential cultural resources including any indirect or residual impacts
- 7.9. Specific recommendations for mitigation of major impacts on actual or potential cultural resources
- 7.10. When appropriate, specific recommendations for additional research and documentation
- 7.11. Appendixes: A description of the field research methods (including disposition of recovered data when appropriate) a bibliography and summary of the report preparer's professional qualifications and experience

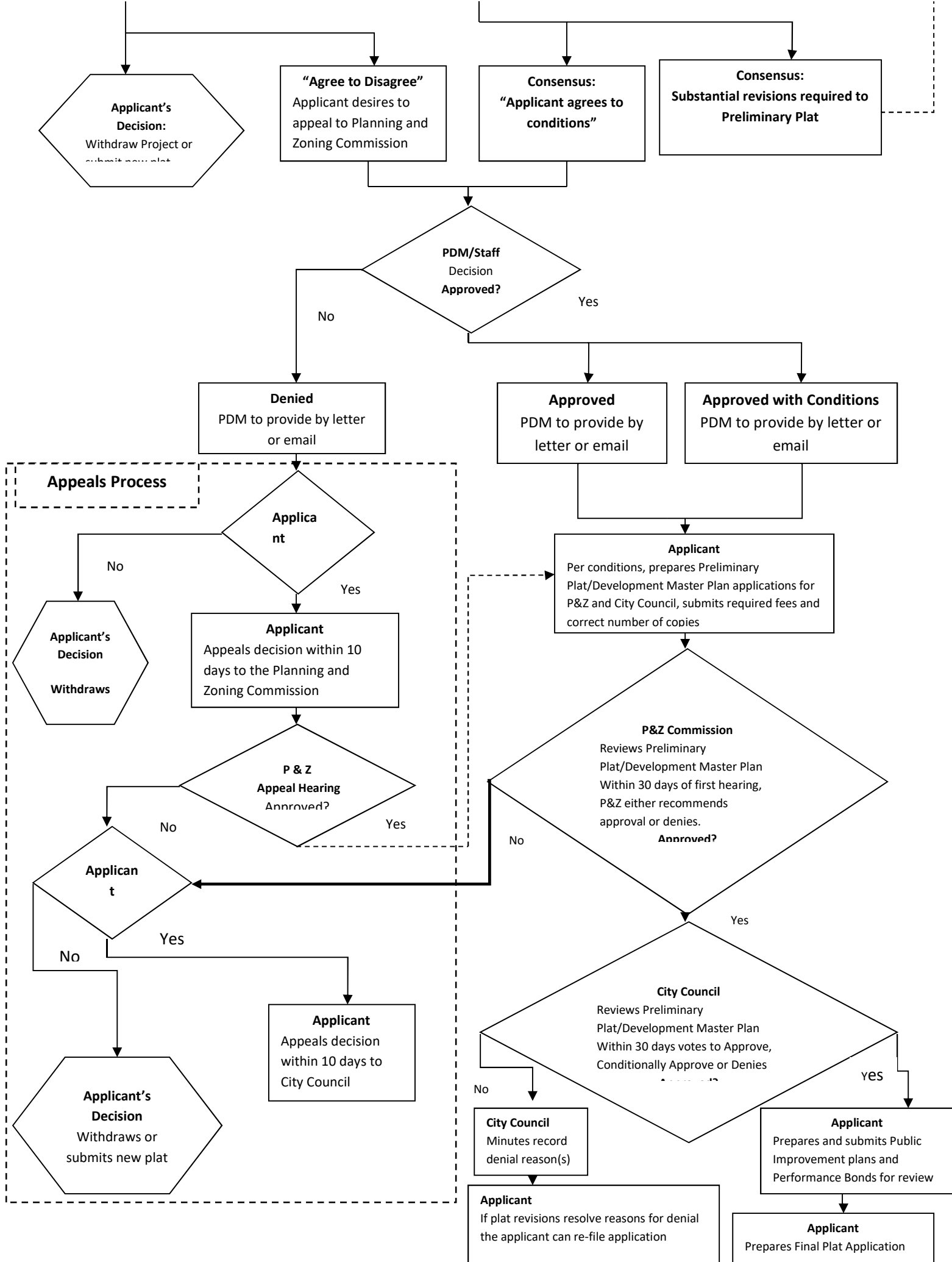
**Applications will not be accepted or scheduled until all of the submission requirements have been met.**

## Preliminary Plat

Prior to Preliminary Plat application Conceptual Plat approval is required.







# Final Plat

## Application Information and Checklist

Initials Indicate  
Items submitted

Applicant      Staff

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**THE FOLLOWING MATERIALS SHALL BE SUBMITTED IN WHOLE UPON APPLICATION. ANY MATERIALS MISSING SHALL CAUSE REJECTION OF THE APPLICATION.**

### 1. Submission Requirements

All Final Plat applications must be accompanied by:

- 1.1. A complete "Subdivision Review Application" form
- 1.2. **Nine (9) paper copies** of the Final plat reproduced in the form of blue or black line prints on a white background
- 1.3. A non-refundable final plat filing fee to compensate the City for the costs of examining and processing the subdivision plat and subsequent field investigation
- 1.4. **One (1)** duly notarized title of record statement for the property involved from a state-registered title company
- 1.5. **One (1)** copy of the final draft of the deed restrictions with appropriate signatures (Covenants, Conditions, and Restrictions) to be recorded with the final subdivision plat.
- 1.6. **City/Subdivider Agreement executed by the Subdivider**
- 1.7. The subdivider shall submit copies of the final plat to the appropriate public/quasi-public utility agencies prior to seeking City Council action on a final plat. Written comments by the agencies shall be made to the Planning Division as a part of the application. The Planning Director or his authorized representative shall submit the final plat application together with the utility agencies' comments to the City Council.
- 1.8. A non-refundable filing and processing fee
- 1.9. All lands to be dedicated to the City that are not considered right-of-way require a warranty deed to be recorded with the final plat
- 1.10. Electronic copy of all plans in either a .pdf, .jpeg or .tif file format

### 2. Final Plat

The Final Plat must be drawn to a professionally accepted engineering scale (i.e. 1"= 10 feet, 1"= 20 feet, 1"=30 feet etc.) not greater than 1"=100 feet. The Final Plat shall be plotted upon a sheet no larger than 24" X 36" in size. The Final Plat must include the following basic information:

- 2.1. A title which includes the name of the subdivision and its location by number of section, township, range, meridian and county.
- 2.2. Name and address of subdivider (record owner) and name, address, registration number, and seal of the registered land surveyor preparing the plat
- 2.3. Name, address and registration number of the registered civil engineer responsible for the preparation of the engineering drawing that are necessary for the proposed subdivision.
- 2.4. Utility companies' signatures and date
- 2.5. Bar scale, north arrow oriented to top, right or left of sheet, and date of plat preparation
- 2.6. Boundaries of the tract to be subdivided shall be mathematically correct and show all record and measured bearings and distances. Boundary dimensions to 0.01' and bearings to 1" shall be shown as well as a description of all found monuments
- 2.7. Any excepted parcel or parcels within the plat boundaries shall be accurately described by bearings and distances determined by an accurate survey in the field. All dimensions shall be expressed to 0.01' and bearings to 1 second
- 2.8. Record basis of bearing and two corners of the subdivision shall be tied by course and distance to separate survey monuments approved by the City Engineer

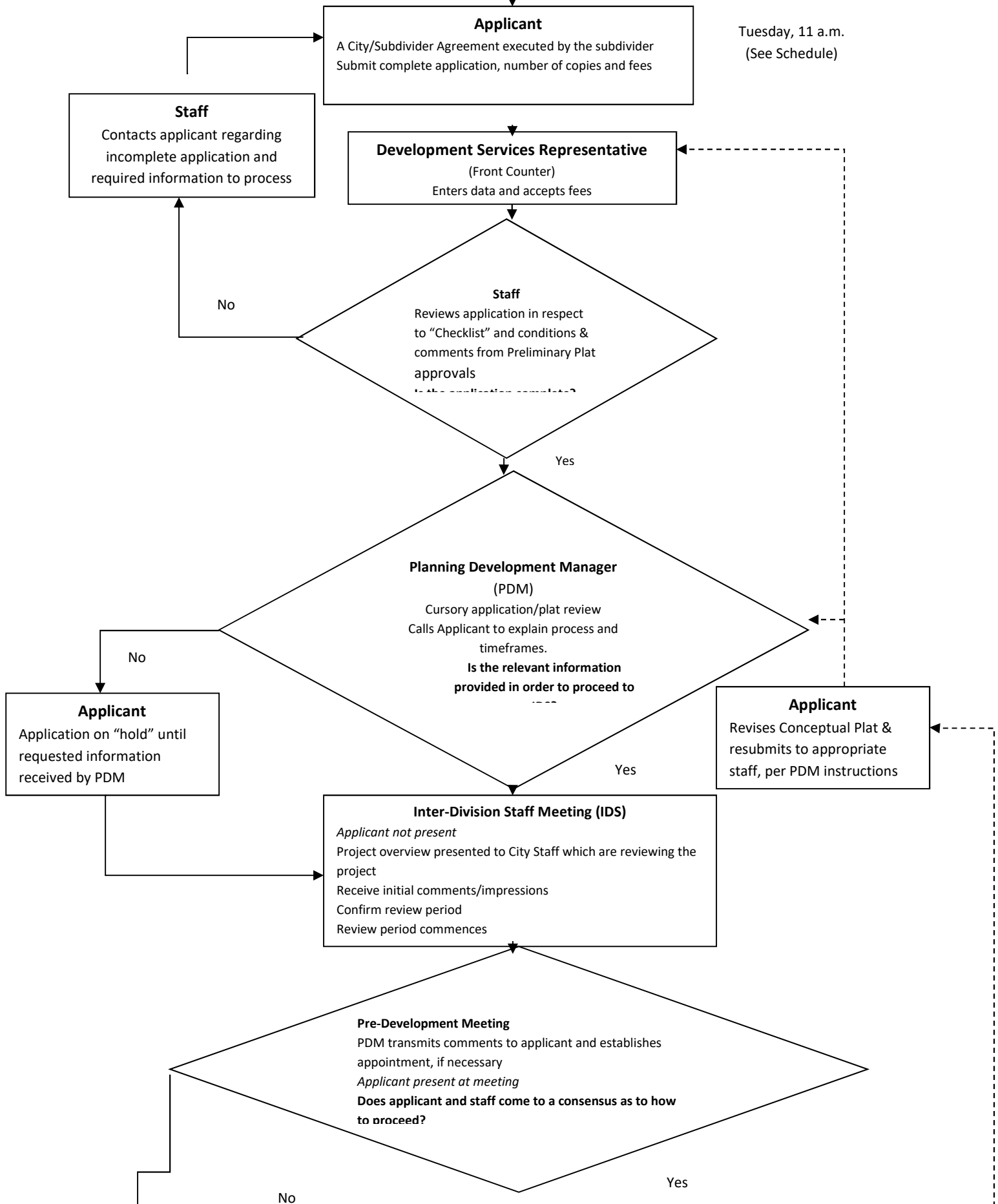
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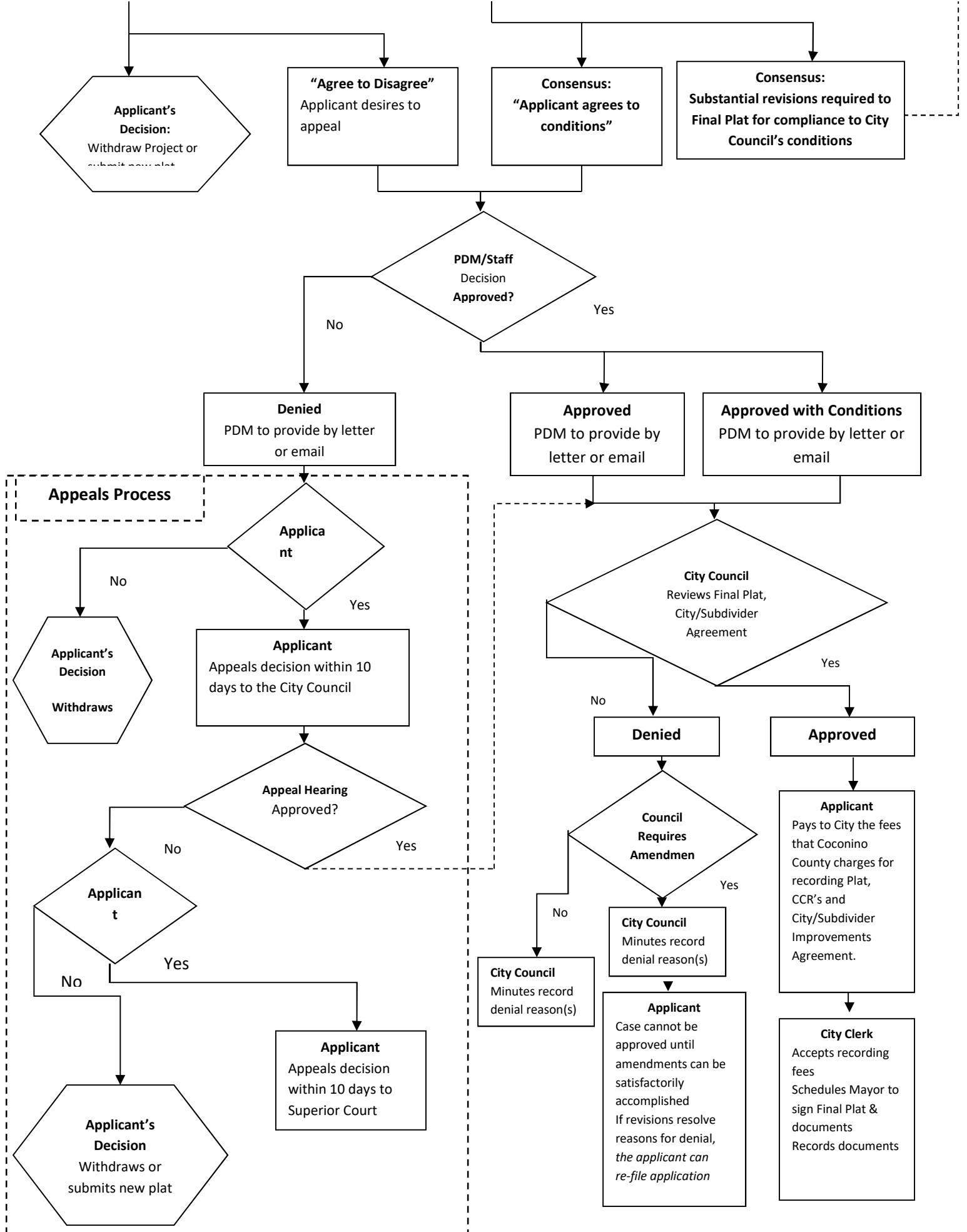
- 2.9. Names, centerlines, right-of-way lines, courses, lengths, and widths of all public streets, alleys and easements to be dedicated. Points of tangency of all curvilinear streets and alleys shall be shown. Curve data shall include radius, length, central angle, and radial bearings (or chord bearing and chord length) on non-tangent curves
  - 2.10. Location, dimensions, and area (square feet or acres) of all lots and tracts shall be shown. Lot dimensions and appropriate bearings shall be indicated for all lot lines. In areas subject to flooding minimum finished first floor elevations shall be shown as may be recommended by the appropriate authority
  - 2.11. All lots shall be numbered consecutively throughout the plat. Tracts for school sites, parks, open space areas or other public uses shall be so designated, lettered or named and clearly dimensioned
  - 2.12. The accurate outline of all property which is offered for dedication for public use and of all property that may be reserved by deed covenant for the common use of the property owners in the subdivision shall be shown
  - 2.13. Subdivision name, case number and map number of adjacent recorded subdivisions with location of existing adjacent lots, easements and rights-of-way shown, or Docket and Page where appropriate. All proposed conditions shall be graphically differentiated from existing conditions on adjacent properties and on excepted parcels within the plat
  - 2.14. The following notation shall be placed upon final plats for public utility easements:  
"Except for construction and improvements by governmental entities and certificated public utilities, construction and improvements within utility easements shall be limited to only the following:
    - 2.14.1. Removable wood, wire or section-type fencing;
    - 2.14.2. Construction, structures or building expressly approved in writing by all public utilities which use or shall use the utility easement
  - 2.15. Statement and acknowledgment of the dedication of all streets, alleys, drainage ways, utility easements, crosswalks, bike paths, pedestrian ways, including but not limited to sidewalks, crosswalks and trails and other easements for public use by the persons holding title of record by persons holding title as vendees under land contract, and by spouses of said parties, if jointly owned. If lands dedicated are mortgaged, the mortgagee shall also sign the plat. Dedications shall include a written location by Section, Township, and range of the tract. If the plat contains private streets provisions should be made so that the public utilities reserve the right to install and maintain utilities above, on and below such private streets or ways.
  - 2.16. The following certifications must be included on the final plat in the form as determined by the Planning Director:
    - 2.16.1. Certification by a registered land surveyor that the plat is correct and accurate and that the monuments described in it have been located as described
    - 2.16.2. Certification of plat approval by the City Engineer
    - 2.16.3. Certification of plat approval by the City Council
  - 2.17. The location of appropriate vehicular non-access easements as well as intersection clear view zones if on-lot shall be included on the plat.
  - 2.18. A typical maximum building envelope containing minimum building setbacks and buffers, if applicable, and maximum permitted lot coverage shall be shown on the plat. Non-typical building envelopes shall be shown on the individual lots which are affected
  - 2.19. Total natural resource protection lands, by lot or platted area and required buffers, if applicable, shall be noted on the plat
  - 2.20. Drawings of Final Plat, digital and hard copy, in accordance with the provisions of current City of Flagstaff Engineering Standards
  - 2.21. Complete and accurate legend
  - 2.22. Location map with north arrow
  - 2.23. All information on the plat must be legible
- 3. A final plat submittal for condominium subdivision shall also include additional information as required by ARS 33-1219 described in City Code Title 11-20.70**

**Applications will not be accepted or scheduled until all of the submission requirements have been met**

## Final Plat

Prior to Final Plat application Preliminary Plat approval is required.

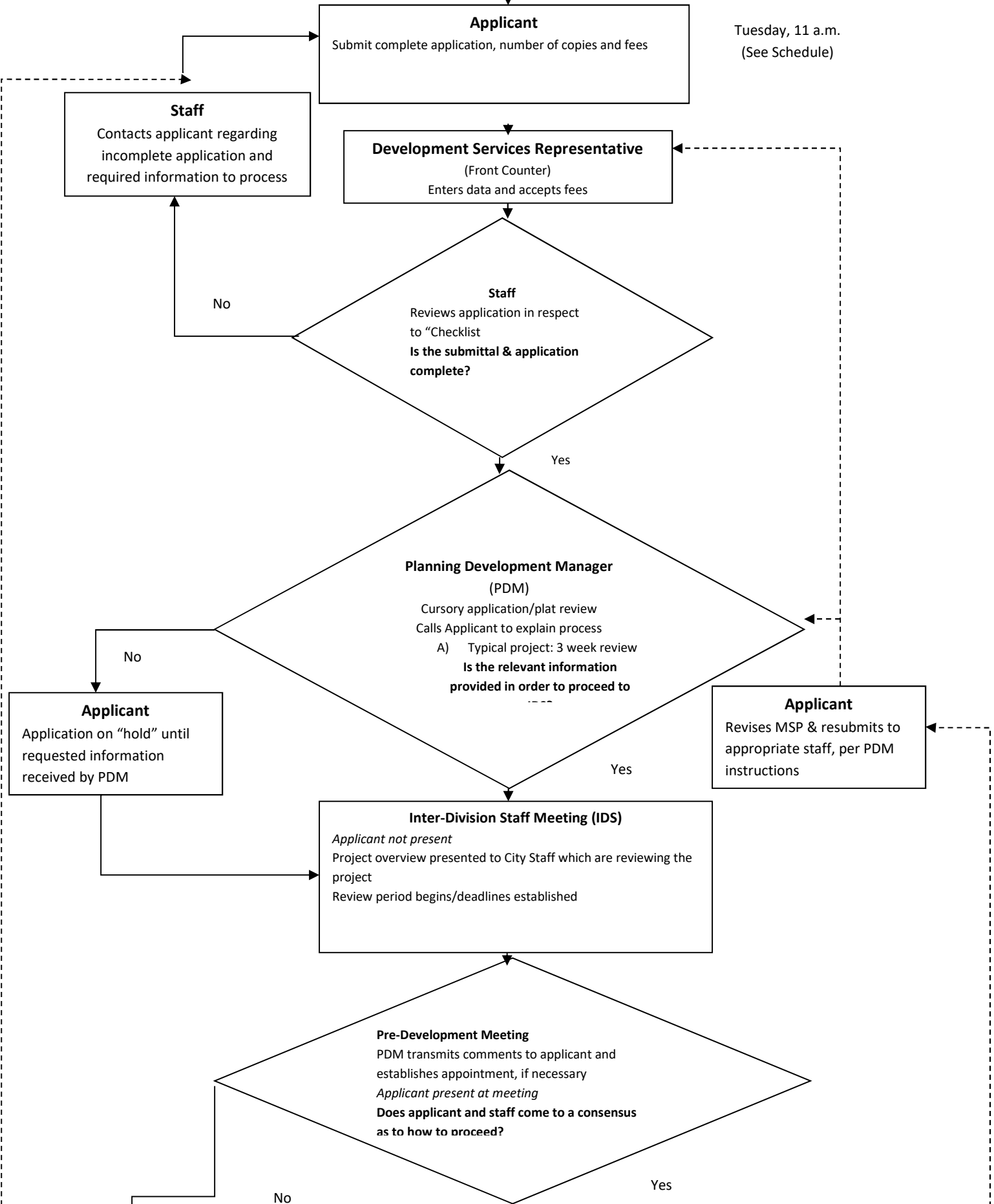


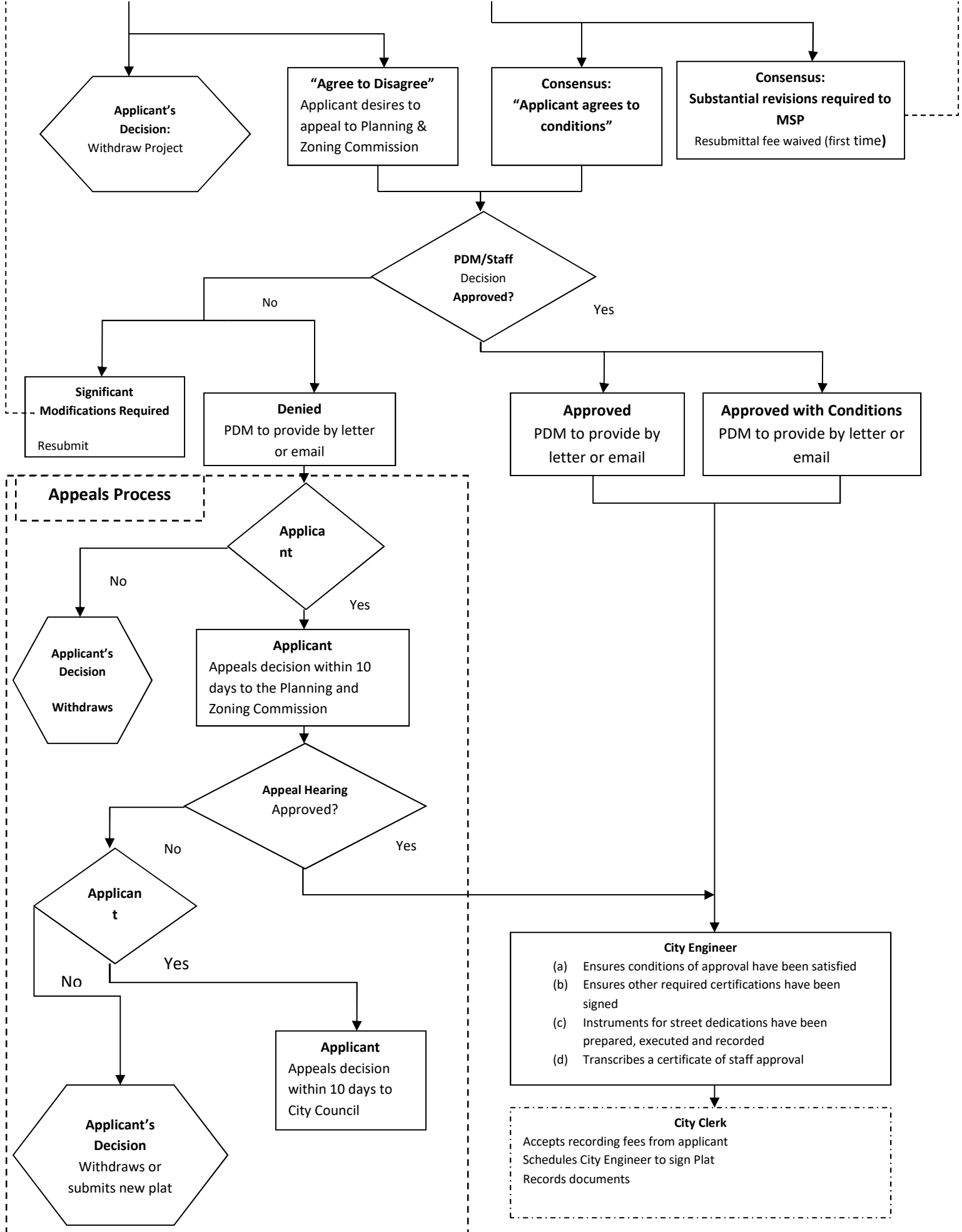


## Modified Subdivision Process

It is highly recommended to complete the optional Pre-Application Meeting

Tuesday, 11 a.m.  
(See Schedule)





# Development Master Plan

## Application Information and Checklist

Initials Indicate  
Items submitted

Applicant      Staff

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**THE FOLLOWING MATERIALS SHALL BE SUBMITTED IN WHOLE UPON APPLICATION.  
ANY MATERIALS MISSING SHALL CAUSE REJECTION OF THE APPLICATION.**

### **1. Submission Requirements**

All Development Master Plan applications must be accompanied by:

- 1.1. **Nine (9) copies** of complete Development Master Plan Drawings (24" X 36" sheet)
- 1.2. **Electronic copy of all plans in either a .pdf, .jpeg or .tif format**
- 1.3. If the subdivider is not the current landowner of all the subject real property, **a signed and notarized statement** shall also be filed attesting that the owner grants to the subdivider authority to represent the owner in this matter
- 1.4. A non-refundable processing fee
- 1.5. Legal description of the property

All plans submitted with the application must be folded to approximately 8.5" X 11" in size for filing and routing.

### **2. Development Master Plan**

The Development Master Plan shall be prepared to scale and accuracy commensurate with its purpose and shall include:

- 2.1. General street pattern with particular attention to collector streets and future circulation throughout the larger land area and proposed traffic impacts and access plan.
- 2.2. General location and size of school sites, parks, or other public areas
- 2.3. Location of proposed land uses
- 2.4. Methods proposed for sewage disposal, water supply, storm drainage and their general layout
- 2.5. Identification of the proposed phases of development and the anticipated time frame for such development
- 2.6. General location of all natural resources and/or environmental constraints including but not limited to forests, floodplains, and steep slopes which will be affected by the proposed subdivision
- 2.7. General location of natural resources to be protected in the Development Master Plan
- 2.8. Pedestrian/bicycle circulation system concept
- 2.9. Cultural Resource Study (see chapter 10.30.30 Heritage Preservation of the Zoning Code)

**Applications will not be accepted or scheduled until all of the submission requirements have been met.**



<b>COMPLIANCE REVIEW TIMEFRAMES</b>	
<b>MINOR APPROVAL PROCESS (NO IMPACT ANALYSIS REQUIRED)</b>	
APPLICATION TYPES:	
1. Conditional Use Permit	4. Preliminary Plat
2. Zoning Map Amendment	5. Plat Revision
3. Site Plan	6. Modified Subdivision Process
TIMELINE	
ADMINISTRATIVE COMPLETENESS REVIEW	26 days
SUBSTANTIVE REVIEW	22 days
OVERALL TIME FRAME	48 days <sup>1</sup>
Notes: <sup>1</sup> This time period includes a second review after return of comments on the first review. Total time is less if only one review is needed for a particular approval	

<b>COMPLIANCE REVIEW TIMEFRAMES</b>	
<b>MAJOR APPROVAL PROCESS (IMPACT ANALYSIS REQUIRED)</b>	
APPLICATION TYPES:	
1. Conditional Use Permit	6. Final Plat
2. Zoning Map Amendment	7. Modified Subdivision Process
3. Site Plan	8. Minor Plan Amendment
4. Preliminary Plat	9. Development Agreement
5. Plat Revision	10. Annexation
TIMELINE	
ADMINISTRATIVE COMPLETENESS REVIEW	26 days
SUBSTANTIVE REVIEW	52 days
OVERALL TIME FRAME	78 days <sup>1</sup>
Notes: <sup>1</sup> This time period includes a second review after return of comments on the first review. Total time is less if only one review is needed for a particular approval	

# Submittal Deadlines and Meeting Dates 2017

<b><u>Deadline for Submittals</u></b> 11:00 am Tuesday Submittal 11:00 am Thursday <b>Re-Submittal</b>	<b><u>IDS Review Schedule</u></b> 9:00 am Thursday (Staff Only)
January 24, 2017 January 26, 2017	February 2, 2017
February 7, 2017 February 9, 2017	February 16, 2017
February 21, 2017 February 23, 2017	March 2, 2017
March 7, 2017 March 9, 2017	March 16, 2017
March 21, 2017 March 23, 2017	March 30, 2017
April 4, 2017 April 6, 2017	April 13, 2017
April 18, 2017 April 20, 2017	April 27, 2017
May 2, 2017 May 4, 2017	May 11, 2017
May 16, 2017 May 18, 2017	May 25, 2017
May 30, 2017 June 1, 2017	June 8, 2017
June 13, 2017 June 15, 2017	June 22, 2017
June 27, 2017 June 29, 2017	July 6, 2017
July 11, 2017 July 13, 2017	July 20, 2017

<b><u>Deadline for Submittals</u></b> 11:00 am Tuesday Submittal 11:00 am Thursday Re-Submittal	<b><u>IDS Review Schedule</u></b> 9:00 am Thursday (Staff Only)
July 25, 2017 July 27, 2017	August 3, 2017
August 8, 2017 August 10, 2017	August 17, 2017
August 22, 2017 August 24, 2017	August 31, 2017
September 5, 2017 September 7, 2017	September 14, 2017
September 19, 2017 September 21, 2017	September 28, 2017
October 3, 2017 October 5, 2017	October 12, 2017
October 17, 2017 October 19, 2017	October 26, 2017
October 31, 2017 November 2, 2017	November 9, 2017
November 14, 2017 November 16, 2017	November 22, 2017 (Wednesday)
November 28, 2017 November 30, 2017	December 7, 2017
December 12, 2017 December 14, 2017	December 21, 2017
December 26, 2017 December 27, 2017	January 4, 2018
January 9, 2018 January 11, 2018	January 18, 2018
January 23, 2018 January 25, 2018	February 1, 2018
February 6, 2018 February 8, 2018	February 15, 2018
February 20, 2018 February 22, 2018	March 1, 2018